

Photoshop & InDesign Course – Graphic Design Skills for Print & Web

Adobe Photoshop Training – Professional Essentials

Introduction to the Adobe Photoshop Course

This course is designed for professionals looking to master the core features of Adobe Photoshop in a visual communication, design, or marketing context. It provides the skills needed to create high-quality visuals aligned with corporate standards.

Interface and Workspace

- Discover the workspace, tools, and control panel
- Create and save custom workspaces

Color Management and Color Modes

- Understand color modes (RGB, CMYK, etc.)
- Use color palettes, swatches, and gradient editor

Drawing Tools

- Work with pencil, brush, airbrush, and eraser tools
- Use paint bucket, gradients, and the gradient editor

Selection Tools

- Use move and selection tools (lasso, magic wand, quick selection)
- Copy, move, delete, and manage selections

Text and Typography

- Create, format, and edit text
- Manage text blocks, character and paragraph styles, inline or area text
- Convert text into vector images

Layers, Masks, and Effects

- Understand layer logic and organize your project
- Manage layer groups and fill layers
- Create vector masks to isolate elements

Adobe InDesign Training – Professional Layout & Publishing

Introduction to the [Adobe InDesign Course](#)

This course is intended for professionals looking to master layout and publishing using Adobe InDesign. It covers all essential features for creating print and digital documents: brochures, reports, magazines, product sheets, and more.

Interface and Document Setup

- Create a new professional document
- Explore tool panels and customize the workspace

Managing Text Frames

- Manipulate and format text frames
- Link frames, manage multi-column layouts and text balance

Guides and Alignment

- Use layout grids and smart guides
- Align, rotate, scale, and position elements precisely

Paragraphs and Styles

- Advanced paragraph management and typographic styles
- Type on a path, control hyphenation, and apply fine-tuning

Working with Tables

- Insert or import tables from Word or Excel
- Format cells, rows, and columns professionally

Working with Images

- Import, crop, and cut out images
- Use the Links panel, Adobe Bridge, and Mini Bridge
- Apply basic text wrapping around images

Colors, Swatches, and Print Preparation

- Create and manage colors, gradients, and swatch libraries
- Preview CMYK separations and prepare for print production

Preflight and Export

- Preflight checks, font and image verification
- Create a package folder, export to print and digital PDF formats

- Manage print presets and export to other formats

Nitro PDF Forms Training – Build and Secure Professional Interactive PDFs

Introduction to the [Nitro PDF Training](#)

This hands-on training program on **Nitro PDF** teaches you how to create, customize, and secure interactive PDF forms. Ideal for professionals looking to streamline information collection, automate administrative tasks, and protect sensitive digital documents.

Build Interactive Forms with [Nitro PDF](#)

- Identify the key components of a professional-grade PDF form
- Add and format text fields with precision
- Apply field validation rules for accurate data entry
- Use alignment grids to ensure visual consistency
- Insert checkboxes, dropdown lists, and radio buttons
- Create dynamic calculated fields (e.g., totals, percentages)
- Add a reset button to clear form entries instantly
- Define a logical tab order for an improved user experience

Integrate Digital Signatures

- Select and configure a secure digital signature manager
- Set password options and define permission levels
- Insert a personalized image signature
- Apply and manage signatures across multiple document types

Form Protection and Document Security

- Use redaction tools to hide confidential information
- Set up layered password protection for form access
- Manage permissions for viewing, editing, and printing

Optical Character Recognition (OCR)

- Enable OCR to recognize text in scanned documents
- Configure OCR properties for optimal text extraction
- Use intelligent search tools within your PDFs

Customize the User Experience

- Adjust display preferences for reading and editing modes
- Configure annotation and comment settings
- Activate and fine-tune full-screen viewing mode
- Set default document opening properties
- Manage visual layout with grids, guides, and snap settings

Nitro PDF Essentials – Learn to Create, Edit & Manage Professional Documents

Introduction to the [Nitro PDF Training](#)

This training provides a comprehensive introduction to **Nitro PDF**, a powerful and user-friendly solution for creating, editing, organizing, and optimizing your PDF documents in a professional setting.

Overview and Navigation of the Nitro PDF Interface

- Presentation of the workspace
- Navigation through main tabs and features
- Smooth document navigation
- Managing display settings and zoom levels
- Using viewing tools efficiently
- Preparing PDF files for printing

Creating a PDF File with [Nitro PDF](#)

- Generate a PDF from third-party software (Word, Excel, etc.)
- Convert text or image files into PDF format
- Insert clipboard content directly into your PDF
- Extract content and convert it to RTF or image format

Editing PDF Content

- Edit and update existing text
- Manipulate graphic objects and visual elements
- Add images and additional design elements

Creating Interactive Navigation in a PDF

- Use page thumbnails for fast navigation
- Create bookmarks and internal links
- Add interactive buttons to your documents
- Structure your PDF with logical article flows

Page Management with Nitro PDF

- Crop and rotate pages
- Insert or merge documents
- Reorganize pages: move, copy, or delete
- Extract or replace specific pages
- Renumber pages based on your structure

Adding and Managing Comments

- Open and use the comment panel
- Add annotations, notes, or review marks
- Use proofreading marks efficiently
- Track, sort, and moderate comments

Using Optical Character Recognition (OCR)

- Understand how OCR works in Nitro PDF
- Configure text recognition properties
- Search, select, and extract text content

Customizing Your User Experience in Nitro PDF

- Set up your workspace according to your preferences
- Customize comment and annotation settings
- Activate and personalize full-screen display mode
- Define document launch properties
- Set up grids and guides for layout precision

Conclusion of the Nitro PDF Training

By the end of this training, you will be able to use **Nitro PDF** like a pro – fully leveraging its features to create, edit, and manage your PDF documents efficiently. A must-have skill to boost your productivity and enhance the quality of your digital communication.

WordPress Training | Online

Introduction to the [WordPress training](#)

Presentation of the training program

Setting up the tools for WordPress training

Installation and basic configuration

What is a Content Management System (CMS)?

WordPress vocabulary (post, page, widget, theme, plugin, etc.)

History of WordPress

Registering a domain name.

Finding a host for your site.

Downloading WordPress

Installing WordPress

Configuring WordPress

Dashboard

Create and organize content

Create posts

Display posts on the homepage

Create categories

Create menus

Practical workshop: *create posts, menus and display them on the site*

Managing media

Image formats (PNG, GIF, JPEG).

Manage media

Insert images

Insert video

Site administration

Users, groups, and permissions

Content access rights

Manage users

Manage site appearance

Theme concept

Install themes

Set up the theme

Customize theme appearance

WordPress Extensions

Define a plugin

Configure a plugin

Where to find WordPress extensions

Download/install extensions

SEO in WordPress

Definition of SEO

Basics of natural SEO

WordPress SEO plugins

Recommended after this training:

[WordPress Training: Creating a theme and SEO](#)

[WooCommerce Training](#)

Advanced WordPress Training:

[WordPress Plugin Development Training](#)

Adobe Acrobat Pro: PDF Accessibility Essentials

Introduction to the [Acrobat Pro Accessibility Training](#)

Understanding Digital Accessibility and the SGQRI 008-02 Standard

Explore the fundamentals of web accessibility, legal requirements (including the SGQRI 008-02 standard), and the tools available in [Adobe Acrobat Pro](#) to ensure your PDF documents are compliant and inclusive.

Enhancing PDF Accessibility

- Structure reading order and tab sequence
- Ensure proper pagination and document traceability
- Add accessible bookmarks and links
- Correctly tag tables (simple and complex)
- Add alternative text to images and logos
- Manage page insertion or removal without affecting accessibility

Implementing Accessible Interactivity

- Configure interactive elements (forms, buttons)
- Ensure JavaScript compatibility with screen readers

Essential Tools for Validation and Compliance

- Acrobat's built-in Accessibility Check tool
- [PDF Accessibility Checker \(PAC\)](#)
- [Color Contrast Analyser \(CCA\)](#)
- [Screen readers \(e.g., NVDA\)](#)

SQL Training: Mastering SQL Queries

Introduction to [SQL Training](#)

- Definition of a [database](#)
- Definition of a Database Management System
- Defining a relational model
- Overview of the different SQL languages: DDL, DML, DCL

Module 1: Course on DCL (Data Control Language)

- SELECT FROM query
- SELECT WHERE query
- SELECT ORDER query
- SELECT LIMIT query
- SELECT EXPR ... query
- SELECT FROM JOIN query
- SELECT AGGR GROUP query
- SELECT AGGR GROUP HAVING query

Module 2: Course on Data Manipulation (DML)

- Introduction to DML
- INSERT query
- INSERT SELECT query
- INSERT MULTI TABLE query
- UPDATE query
- UPDATE MULTI TABLE query
- DELETE query
- DELETE MULTI TABLE query

Module 3: Course on Data Definition (DDL)

- CREATE TABLE query
- DROP TABLE query
- ALTER TABLE query

Module 4: Theory on Advanced SQL Concepts

- Indexes and index types
- Foreign key constraints
- Basic modeling, explanation of 1st, 2nd, and 3rd normal forms
- Natural keys versus complex keys

[SQL Triggers and Stored Procedures](#)

AI: Evolution, Understanding, Application, and Programming

Module 1: Introduction to Artificial Intelligence

- Overview and Q&A session (1h30)

- Definition and evolution of AI:
 - Terminology and evolution
 - From early algorithms to neural networks
 - Deep Learning and Generative AI
 - Weak, General, and Superintelligent AI
 - Examples of applications across sectors
- Factors supporting AI:
 - Algorithmic and heuristic structures
 - Hardware aspects (CPU, GPU, TPU)
 - Languages (R, Python, C++, Rust, Mojo)
 - Software and frameworks
- Introduction to Machine Learning:
 - Main model categories
 - Supervised and unsupervised learning
 - Applications and use cases
- Introduction to Deep Learning:
 - Differences from Machine Learning
 - Concepts and models
 - Applications and use cases
- Natural Language Processing features
- Overview of Generative AI:
 - Language, image, and multimodal models
 - Market applications and products
 - Example: Google Gemini
- Issues and risks:
 - Ethics and bias
 - Privacy and environmental impact
 - Risk of dystopian outcomes

Module 2: AI Demonstration

- Overview and Q&A session (1h30)
- DevOps and AI pipelines:
 - Data preprocessing
 - Training and optimization
 - Deployment
- Machine Learning in practice:
 - Demo with Scikit-Learn
 - User-friendly approach with PyCaret
 - Note: Source code via Google Colab
- Deep Learning in practice:
 - Demo with Numpy
 - Using PyTorch
 - Note: Source code via Google Colab
- Generative AI:
 - Exploring large language and multimodal models
 - Fine-tuning and autonomous agents
 - Note: Hands-on in the next module with Google Gemini

Module 3: Using Google Gemini

- Hands-on experimentation with Google Colab (3h30)
- Using the chatbox:
 - Crafting simple prompts
 - Tips for Python and other technical prompts
- Using the Python API:
 - Designing advanced prompts
 - Code optimization and unit testing
- Using Gemini Studio:
 - Fine-tuning and Retrieval-Augmented Generation
 - Building an autonomous agent
 - Experimental projects with Python and more

Follow-up training with OpenAI

[OpenAI Training for Developers](#)

Excel Dashboard Training

Course Modules:

Module 1: Introduction to Dashboards

- Overview and objectives of dashboards
- Examples of effective dashboards
- Key components of a dashboard

Module 2: Data Collection and Preparation

- Importing data into Excel
- Cleaning and organizing data
- Essential formulas for data preparation

Module 3: Data Visualization

- Creating charts and diagrams
- Using conditional formatting
- Techniques to highlight data

Module 4: Dashboard Automation

- [Using macros](#) to automate tasks
- Advanced formulas for automatic updates

- Integrating form controls for an interactive interface

Module 5: Data Analysis and Interpretation

- Data analysis techniques
- Interpreting visual results
- Making data-driven decisions from the dashboard

Excel Training – The Most Comprehensive

Introduction to the Excel Training

Course Outline Presentation

- Description of the interface (Ribbon, Quick Access Toolbar, etc.)

Module 1 – Excel Basics Excel

- Structure of a file (workbooks, worksheets, and cells)
- Edit your data: Fill series and freeze panes
- Overview of key shortcuts and time-saving tips
- Customize the ribbon and Quick Access Toolbar
- Create and manage tabs

Module 2 – Using Named References

- Create named references
- Go to a named item
- Use the Name Manager
- Use a named reference in a formula

Module 3 – Tables and Page Layout

- Apply automatic table formatting
- Create a custom style and apply it to a table
- Conditional formatting
- Basic database functions: Filter and Sort
- Cell formatting and styling
- Print the table

Module 4 – Using Formulas in Excel

- Relative and absolute references

- Find and insert a function
- Use basic formulas: Sum, Average, Max, Date
- Use logical (IF), text, and date functions
- Use lookup functions: VLOOKUP, HLOOKUP, XLOOKUP

Module 5 – Creating Charts

- Select data for the chart
- Types of charts: column, line, pie (2D or 3D)
- Choose a chart type based on your needs
- Apply a style

Module 6 – Pivot Tables / Pivot Charts

- Understand the purpose of a pivot table (examples)
- Create a pivot table
- Format a pivot table
- Use slicers
- Update the pivot table after changing the data source
- Highlight desired statistics from your table
- Customize a pivot table
- Create a pivot chart
- Customize a pivot chart

Module 7 – Getting Started with Macros

- How macros work
- Record, write, and run macros
- Run a macro with shortcuts (from the ribbon, button, etc.)
- Manage macros

Advanced Macros Training

- [Training: Mastering Macros and Introduction to Programming](#)

Corporate Training

If there is one field that is constantly evolving, it's information technology. To stay on top of the latest trends, today's companies must invest in staff training. And when companies seek IT training, they turn to Doussou Formation. Doussou Formation offers more than 101 training titles ready for you.

- Our team consists of 15 experts in their respective fields.
- We prioritize small groups (maximum of five learners) to maximize personalization, retention, and hands-on practice.

- 97% of our clients are satisfied with our training programs.

Our trainers come to your company, which allows you to:

- Avoid productivity loss due to employee travel.
- Work directly with your equipment and software to maximize knowledge transfer.
- Incorporate your internal context and tailor the training to your realities.
- Share confidential information among colleagues without concern.
- Build even stronger team spirit.

– Companies such as TC Transcontinental, Vidéotron, Bell Media, Desjardins, and National Bank, to name a few, have placed their trust in us.

Steps for Corporate Training:

- Identification of training needs.
- Profiling of learners to better understand their expertise level on the topic.
- Development of a customized training plan.
- Integration of relevant examples from the company's industry.
- Development of training and support materials.
- Selection of the most suitable trainer based on objectives and industry.
- Training delivery.
- Participant evaluation of the session.
- Training feedback, and
- Personalized coaching as needed.

Our Information Technology (IT) Training Courses:

- Design Training (Photoshop, Illustrator, InDesign, InCopy);
- 3D Programming (Rhino 3D);
- Programming (Python, Java, C#, PHP);
- Website Creation (HTML, CSS, Angular, ReactJS, WordPress);
- Office 365: Outlook, Word, PowerPoint, Excel, Access, OneNote, OneDrive, Power BI, Flow, Forms, Stream, Teams, Yammer, SharePoint, Planner, Skype;
- Project Management;
- – and many more

Our Human Capital Training Courses:

- Training: Managing a Difficult Employee;
- Training: Conflict Management in the Workplace;
- Professional Efficiency: Managing Your Time and Priorities

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